

**SUMMARY OF THE  
ACCREDITATION PROCESS COMMITTEE MEETING  
MARCH 13, 2002**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, March 13, 2002 at 1:30 p.m. Eastern Standard Time (EST) via teleconference. Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

**APPROVAL OF MINUTES**

Mr. Wheatley called the meeting to order and took attendance. The minutes from the February 13, 2002, teleconference were reviewed and approved as submitted.

**REVIEW OF ACTION ITEMS**

Mr. Wheatley noted that two definitions need to be added to the glossary and it still needs to be reviewed by the members. Item 2 has been completed.

**NELAC 8 TIMELINE**

Mr. Wheatley noted that all material must be submitted by May 1, 2002, in order to be published for NELAC 8.

**REQUEST FOR CHANGE IN STANDARD**

A request to strike the phrase "...no later than 30 calendar days before the end of the accreditation year" from Chapter 4, Section 4.4.4 was reviewed. It was determined that such a request was reasonable.

**CHANGE IN CERTIFICATION STATUS**

Jeanne Hankins had raised a question regarding whether there are any requirements that state that laboratories must notify their clients concerning changes in their certification status. Consensus was that other than what is found in Section 4.6.1, wherein it states that a laboratory shall not misrepresent itself, there do not seem to be any requirements.

**REQUEST FROM QUALITY SYSTEMS**

In response to the Quality Systems Committee's request for advice on the issue of NELAC recognizing various organizations and programs, and vice versa, Robert Pullano proposed the following language:

“The Accreditation Process Committee was requested to consider the feasibility of NELAC recognition of non-NELAC accrediting bodies (such as AIHA, NIST-NVLAP, etc.). It is the Committees' opinion that this type of recognition is beyond the scope of the NELAC standards due to the number and complexity of these non-NELAC accrediting bodies. It is the Committees' recommendation that in the best interest of non-NELAP programs, consideration for recognition of the NELAC standard and its accreditation process be added to their individual program specifications.”

This language is approved as submitted by Mr. Pullano.

#### **NEW BUSINESS**

No new business was presented.

#### **FUTURE TELECONFERENCES**

The next teleconference will be April 17, 2002, at 1:30 p.m. EST. The teleconference originally scheduled for April 10, 2002, has been cancelled.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
ACCREDITATION PROCESS COMMITTEE MEETING  
MARCH 13, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Please send any inconsistencies between the chapter and the glossary, and any additional definitions that need to be added to the glossary, to the Program Policy and Structure Committee.	NELAC 8

**PARTICIPANTS  
ACCREDITATION PROCESS COMMITTEE MEETING  
MARCH 13, 2002**

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